



Randall Library Trustee Meeting Minutes

June 10, 2015

Present: Marianne Sharon, Melissa Fournier, Bob Katz, Tim Reed, Barbie Wolfenden,

Call to order: 7:15 p.m.

Public Comment: none

Secretary's Report:

- Minutes accepted unanimously with one correction to addendum.
- Discussion on labor- saving idea for Melissa if her reported comments were separated from stats, Stats now going into a Google docs db managed by Marianne, a suggestion from Bob Katz to more easily track trends. After many ideas considered, Melissa chose to present reports as usual, adding Google docs input, owing to need to have hardcopy for records.

Old Business:

- Discussion was deferred about goal to have meetings with other constituencies in town (Tim).
- Discussion of questionnaire / survey. Barbie prepared new survey. Melissa and Tim will send information to Barbie to update for approval by Board.
- Barbie suggests we ask Friends to include survey in their annual fund letter.
- Discussion on the value of extra meetings. All agreed to schedule and attend pending personal schedule conflicts.
- Barbie will send out Doodle program to arrange time for an extra meeting in June.
- Funding for toilet: not fixed yet. Melissa said monies released in July for this task.

Director's report:

- Correction to attendance stats sent out –added 100 more to total.
- Melissa's doctor has confirmed she still is affected adversely by the particulates in the air. Solution? Stay as much out of the library [!] (secretary's comment.)
- Summer Bingo will not take place this summer.
- \$5K bill for HVAC – Melissa will go to Fin/Con to request a Reserve Fund Transfer to cover it.
- Discussion and update on status of Mr. Flynn's continuing requests for more or differently- reported data from the library. Barbie sent last response on May 30 by certified mail. Marianne will pick up responsibility for the next response.
- Discussion of the popularity of subscriptions; Melissa revealed that the least-used one, e.g. Morningstar, may be dropped for lack of use.
- New Policy on Bulletin Board use was introduced by Melissa. Will be voted on at next meeting.
- Bob Katz mentioned that bushes obscure the Library's name on the building; Melissa clarified that budget negotiations with Craig Martin cut the former

Bulletin Board Policy

The Randall Library has bulletin boards in the library's lobby area for the posting of local events and activities. There are two posting areas, one for either Town of Stow or State of Massachusetts based information and events and one for the general public and library-based events.

There are a few rules for postings on the library bulletin boards for general public use:

- Posters should be 8X10 inches in size or smaller.
- Postings should be by not-for-profit organizations.
- Preference is given to Stow-based activities.
- Posting should be taken down by representatives from the posting organizations after the event has passed. If representatives from the posting organizations do not take the posting down library staff will remove the posters to make more space as needed.
- Space is allocated on a first-come-first-served basis.
- Library based activities will have priority over other meeting with the space allocated to the needs of the library first.
- Posting should be limited to a 30 day time period to the date of the posted event.

Adopted on

Board of Trustees Meeting May 13, 2015- Director Notes

Attendance

April 2015=3801

April 2014=4048

Down by 6%

Circulation: Totals for April 2015=6539

Down by 2% from April 2014

Books and Materials April 2015=6022

Books and Materials April 2014=6346

Down by 5%

E-book circulation April 2015=517

E-book circulation April 2014=379

Up by 36%

Database usage:

Freegal usage April 2015=156

Freegal usage April 2014=61

Up by 155%

Morningstar April 2015=0

Consumer Reports April 2015 (awaiting April 2015 results from vendor)

Mango April 2015=0

To date we have 13 registered users and 33 sessions, however no one logged in during April

Ancestry/Heritage Quest

April Ancestry 2015=152 session

April 2015 HQ=607 sessions

Notes:

Current Trust Account Bank Balance= \$8, 702.27

Note: Based on current rate of materials expenditures we will qualify for State Aid for FY2016

May Events=Friends Book Sale cancelled, Author Reading (5/7) Operation Delta Dog (5/14) , Zentagles Workshop (5/9 & 5/21)s, Renaissance/Middle Ages Music (5/28)

-Starting a "seed lending library"-Received \$300.00 from Stow Garden Club. Will be working with Ace (and possible grant from Johnny's seeds) to start.

Will have to apply to FinCom for a Reserve Fund Transfer to pay for air-conditioning repairs last summer (just got the invoice) \$5,221.00

New volunteer tutor on board in the Tutoring Center- Special Ed teaching experience at Carrol School in Lincoln.

Statement of Sources & Uses of Funds, CY '14:		
January 1, 2014 Opening Balance	\$	645,980.46
Sources of Funds:		
Contributions and Donations		
Randall Library Friends	\$	621.00
Hale High School	\$	14,000.00
Stow Cultural Council	\$	1,259.00
Miscellaneous	\$	180.08
Stow Women's Club		250.00
Net Investment Income	\$	25,944.35
Capital Gain	\$	7,169.21
Total	\$	49,423.63
Uses of Funds:		
Books	\$	19,273.88
Periodicals	\$	924.95
Reference	\$	1,996.70
DVD	\$	2,957.36
Programming	\$	1,480.00
Audio	\$	4,010.83
Copier	\$	1,708.75
Music CDs	\$	622.90
E-Books	\$	5,896.68
Databases	\$	7,735.00
Total	\$	46,607.05
December 31, 2014 Ending Balance	\$	648,797.04